

CAREER OPPORTUNITY



SARATOGA COUNTY DISTRICT ATTORNEY

SCHOOL TRUANCY COORDINATOR PT

SALARY: \$18.9054/HR

DISTINGUISHING FEATURES OF THE CLASS: The School Truancy Program Coordinator is responsible for the identification of parents/guardians of truant students who, for reasons within their control, grossly fail to show proper and prudent interest in their children's school attendance. The incumbent meets with school district officials along with attendance supervisors in cases where parents are not sending their children to school to execute a plan of action. This position provides information and referrals about community based groups as well as social service agencies that can provide financial, physical, emotional and material assistances to these families.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in Criminal Justice, Psychology, Sociology, Public Administration, Social Work or related Human Services Degree or a closely related field
- B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's in Criminal Justice, Psychology, Sociology, Public Administration, Social Work or related Human Services Degree or a closely related field and two (2) years' experience in counseling or casework.
- C. Any equivalent combination of training and experience as described in the limits of (a) and (b) above.

Position may be filled provisionally pending results of a Civil Service examination to be scheduled at a later date.

SUBMIT RESUME/APPLICATION TO:

Margaret McNamara, Director of Personnel
Saratoga County Personnel
40 McMaster Street
Ballston Spa, NY 12020

Resumes/Applications accepted until selection is made.

"An Equal Opportunity Employer with an Affirmative Action Plan"

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